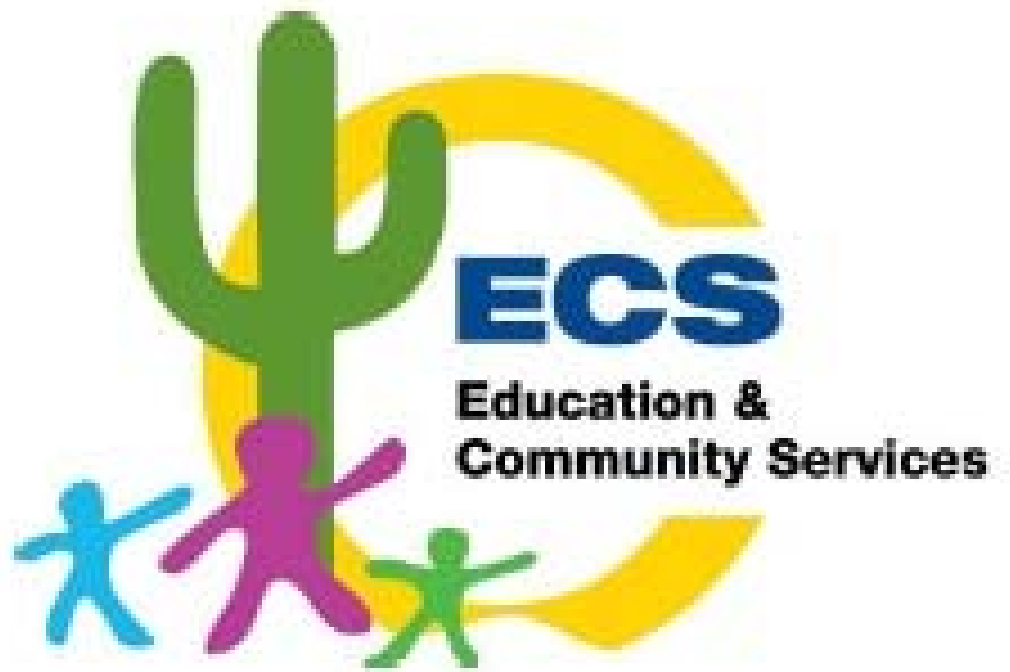


2018-  
2019

# Kids Club Handbook



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2018-2019

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### Program Description:

Kid's Club is a program of Education and Community Services (ECS), which is a department of the Cave Creek Unified School District. Kid's Club is a tuition-based program providing safe, affordable and fun school age childcare for working parents. Students are able to enhance their day with quality activities and enrichment opportunities within a structured recreational environment. Homework time, arts and crafts activities, sports and games are available every day.

### Admission and Enrollment Procedures:

Kid's Club is open to Preschool (3-5) through Sixth grade students registered in the Cave Creek Unified School District #93. Registration information may be obtained at the ECS Office or online at [ECSforall.org](http://ECSforall.org). Please call 480-575-2440 for more information.

### Items necessary to complete enrollment include:

- Registration completed online thru our convenient Eleyo System.
- Parent Contract
- ADHS Medical Emergency Form
- Current Child's Immunization Record (New Families)

Families may begin once contracts have been approved through our system and an email will be sent once this occurs. This may take 24-48 hours.

### Regulatory Agency:

The Arizona Department of Health Services (ADHS) regulates the Kid's Club Programs at all locations.

- ADHS is located at the following address: 150 N. 18<sup>th</sup> Ave., Phoenix, AZ. 85007
- ADHS can be reached at 602-364-2539.

Inspections are available on the ADHS website and upon request.

### Locations:

Each Kid's Club location has its own individual name. The names are as follows:

- **Black Mountain Elementary is the Bobcat Club**  
**480-575-2113**
- **Desert Willow Elementary is the Roadrunner Club**  
**480-575-2889**
- **Lone Mountain Elementary is the Eagle Club**  
**480-437-3088**
- **Desert Sun Elementary is the Coyote Club**  
**480-575-2912**
- **Horseshoe Trails Elementary is the Yearling Club**  
**480-272-8573**

### Staff:

Each location is staffed with qualified individuals who care about the needs of your children. The chain of command for these staff members are as follows:

**Manager** - Head staff member in charge of all aspects of the program. (Polo Shirts)

**Specialist** – Assist with management duties and is charge during Manager's absence (Polo Shirts)

**Program Leader** – Work directly with the children on a daily basis to implement the planned activities. (Uniform T-Shirts)

**Teen Aides** - Mentor the children in our program and assist the Program Leaders. Teens are required to be with a Program Leader or Supervisor at all times. (Uniform T-Shirts)

Please take a minute to get to know the staff at your site. They are there to work together with you to help your child be successful in our program.

### Hours of Operation:

Kid's Club is open in the morning from 6:30 AM until school campus opens and in the afternoon from class dismissal until 6:00 PM. We are also open on Early Release days from 11:50 am - 6:00 pm for your convenience.

### Parent Responsibility:

- Students must be signed in and out by an **Authorized Pick Up Person** every day.
- Only children formally enrolled in Kid's Club may attend.
- Children must be picked up by 6:00 PM. ( I Pad time is the correct time). \*\*
- The following fee schedule is in effect after 6:05 PM and any time thereafter:

0-5 minutes=no charge

6 minutes and after=\$2.00 a minute charge. ( Our online system will automatically add this to your monthly invoice).

**\*\*If your child is picked up late repetitively, your child may be asked to leave the Kid’s Club program.**

- Staff should be informed of each child’s arrival and dismissal.
- Only parents and persons designated on the authorized pick up list form will be allowed to pick up the children.
- Any changes of address and phone numbers or any other information on your child’s emergency form must be kept up to date on your Eleyo account.
- All District policies also apply to Kid’s Club Programs.

**Medications:** All medications must be presented in the original packaging. Prescription labels must be present and all proper forms must be filled out before you can leave the medications at Kid’s Club. It is strongly recommended that non-life threatening medications that can be taken before and after Kid’s Club hours are kept at home. Allergy related medications will be kept out of reach of other students but in reach for staff if an emergency should arise.

**Tuition Fees:** (Mail to: ECS, P.O. Box 426, Cave Creek, AZ 85327)

Our tuition scale is based upon the total number of school days offered in the school year. The total is then divided into TEN equal payments, August through May. Therefore tuition payments are the same for each month. Early release days are included in this fee, but teacher prep days and vacation days are not. Days must be on a weekly basis and cannot accumulate for the month. Each family must enroll in Auto Pay, which will be debt from the account chosen on the 5<sup>th</sup> of every month.

**Monthly Fees: All fees pending board approval**

<b>Before School</b>	<b>After School</b>	<b>Before and After School</b>
1-5 Days \$100.00 a month	1-5 Days \$155.00 a month	1-5 Days \$255.00 a month

**Arrival and Departure requirements:**

Any student who needs to be dropped off before campus opens and/or needs to stay on campus after class dismissal is required to enroll in our Kid’s Club Program.

Students are not allowed to be dropped off before 6:30 AM and all students must be picked up by 6:00 PM. Please sign your child in and out each day. This is a Health Department regulation and only an adult 18 and over can sign a student in and out.

## Policies and Procedures:

### Child Abuse:

According to State Law (section 13-3620), school employees must report non-accidental injury, suspected sexual molestation, abuse and neglect to the Maricopa County Sheriff's Department, the area Police Department or Child Protective Services (CPS). Please note this pertains to incidents at home or at school.

### Interviews-Child Protective Services Workers:

Interviews by child Protective services workers who are investigating abuse/neglect may be conducted at district schools. The parent of a student, who is the subject of an investigation, or a sibling of the subject, need not be given notice such interviews. School officials may be present at the interview only if it is necessary to the investigation.

### Custody:

If you have a court order that limits the rights of one parent in matters of custody or visitation, please bring a copy to the Kid's Club. Unless your court order has been served and is on file with us, we must provide equal rights to both parents. You can help to create the optimal educational environment for your child. Please update the program annually with current court orders.

### Drug-Free Zone:

Drug Free Zone includes off-campus (**ARS 15.341.14 'to and from'**) consumption prior to being on district property, at a district function or at a school-sponsored activity. It also includes use, possession or distribution of drug paraphernalia, imitations of nonprescribed drugs, narcotics and other noxious substances.

### Electronic Devices:

Electronic devices or toys often cause a disturbance or interfere with learning. For first offenses the device will be taken and returned only to the parent. Check with your supervisor for specific site rules on these items.

### Pest Control:

The support services division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include school office, front door postings, school newsletters and public address announcements.

**\*ALL DISTRICT POLICIES APPLY TO THE KID'S CLUB PROGRAMS**

### Individual Needs:

Students with special needs will be accepted as long as the health and safety of the student and all other students can be maintained in the Kid's Club environment.

**\*All of our Kid's Clubs are NUT FREE!**

### Transportation:

Parents are responsible for the child's transportation to and from Kid's Club. In the event of a fieldtrip, transportation to and from the trip will be on a CCUSD#93 School bus.

### Field Trips:

Kid's Club does participate in fieldtrips from time to time. A permission slip will be issued prior to the trip. All DHS Field Trip requirements will be followed.

Emergency procedures: Emergency forms will be on file for every Kid's Club student. It is vital that telephone numbers are kept up to date. In the event of inclement weather, the student will remain in the school cafeteria until the parent arrives. In the event of any other emergency or disaster situation, Kid's Club staff will follow the directions of the emergency officials advising the District.

### District Crisis Plan:

Cave Creek Unified School District and its eight schools are committed to creating a safe and secure environment for learning. To this end, each school within the District, as well as the District Office, has crisis management guidelines and a comprehensive plan designed to inform staff and students of what to do in the event of a crisis. The plans are based on the State of Arizona's School Safety Program. The District's Crisis Manual contains vital information necessary to assist in any emergency situation. In addition to the manual, each school has Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to the students, staff, families and community. Fire and lockdown drills are practiced regularly at each site to ensure that routines and safety procedures are well established and familiar to all. Evacuation sites have also been identified for each site. Parents/guardians can expect effective and efficient information communicated in a timely manner regarding schoolrelated situations that may occur on campus. Copies of the school's crisis plans are available for review in the Administration Office at each site. In the event of a school or district emergency, parents will be notified in the following ways:

With a message sent home in the school newsletter

With a special parent advisory sent home from the school; and/or With a call and message from our emergency messaging system.

In the event of an emergency, access the **CCUSD Emergency Information Hotline at 480-5752001 for a recorded message or check ccusd93.org website for updates.**

<b>SITE</b>	<b>WALKING EVAC SITE</b>	<b>OFF-SITE EVAC</b>
BMES	Fine Arts Center	Desert View Bible Church
DSES	Northridge Comm. Church	Cactus Shadows
DWES	Desert Willow Park	Cactus Shadows
HTES	STMS	Cactus Shadows
LMES	Toll Bros. Subdivision	Cactus Shadows
DAMS	CSHS/Stadium	Desert View Bible Church
STMS	HTES	Cactus Shadows
CSHS	Football Stadium	Desert View Bible Church

**Precautions & Temperature Guidelines:**

- **105+** degrees: Inside Activities Only.
- **101-104** degrees: Shaded areas and water breaks every 15 minutes.
- **89-99** degrees: Use Caution!

**Liability Coverage:**

Kid’s Club falls under the Cave Creek Unified School District #93 umbrella for liability coverage.

- **Insurance:** The District does not carry insurance for student’s medical or dental costs if they are injured during school activities. Parents are responsible for their children’s insurance. An optional school-day or 24-hour accident policy is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions. Information on the policy is available from each school’s office. The schools issue these forms as a service to students and parents; the district has no other connection with the insurance company. Parents may pick up additional forms and purchase insurance at any time throughout the school year. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent.



### Kid's Club Rules:

"Six Pillars of Character" to help children with discipline issues.

**Trustworthiness** (Be honest, reliable, loyal, build a good reputation)

**Responsibility** (Always do your best, Use self control, think before you act)

**Respect** (Treat others with respect, use good manners, don't threaten, hit or hurt. Deal peacefully with anger and disagreements)

**Fairness** (Play by the rules, take turns and share, listen to others)

**Caring** (Be kind, show you care, express gratitude, forgive others)

**Citizenship** (Do your share to make Kid's Club better, cooperate, obey laws and rules, respect authority!)

**All rules that appear in the individual school handbooks also apply to Kid's Club program.**

### Discipline Policy:

Attending Kid's Club is a privilege, not a right. The Character Counts Program, along with the ECS guidelines (see below) will be used. Students who continue to be disruptive will lose the privilege of attending.

### Grievance Procedures:

ECS has an open door policy for parents to discuss their child's program with staff. Kid's Club uses COA Accreditation standards and our parent handbook (this document) to assess each situation. We have implemented a variety of ways to keep the lines of communication open between families and staff such as:

- Parent Handbooks
- Monthly Newsletters
- Parent Information Boards
- Phone Message Systems
- Supervisor Office Hours

### The ECS Guidelines are as follows:

1. Discuss inappropriate behavior with student. Make sure rules are understood. Discuss and reinforce the program expectations and consequences using our character counts Kid's Club rules. The staff will document information in a confidential journal.
2. If behavior continues, the supervisor will speak to a parent/legal guardian in person via telephone or by email, explaining the behavior and the steps that have been taken to correct

it. Your input is helpful in these situations as you know your children and can help to make this process smoother for all involved.

3. If the behavior still continues, a meeting will be set up with the child, parent, supervisor and coordinator. A discussion will follow with suggestions made by all to improve behavior. A behavior contract will be created for all parties to sign if applicable. This contract will help all involved parties stay on track so that we can work together to try make your child successful in our program.
4. The contract will be reviewed frequently. Consistent improvement must be made.
5. If the child's behavior does not improve, the child will be asked to leave the program.

**Let us all work together to make this a great program for  
your child!**

\*All information in the school age parent handbook is subject to change without prior Notification

**Revised LR 7/16/2018**